MISCELLANEOUS DEPARTMENTS

OFFICE OF THE DIRECTOR OF TREASURIES IN KARNATAKA, No. 26, CUBBON ROAD, BANGALORE.

Dated 4th June 1976.

To

All the Drawing and Disbursing Officers in the State.

Sir,

Sub.—Additional Emoluments Compulsory Deposit (Govt. Employees) Scheme 1974-regarding repayments in July 1976.

No. TRY CDS 92/76-77. The repayment of the Ist Instalment of Deposits made under the Additional Emoluments Compulsory Deposit (Govt. Employees) Scheme will be due in July 1976. To facilitate the repayments promptly it is necessary that the employee-wise accounts are maintained upto date and the figures are got agreed with the accounts maintained by the Treasury Officer according to the procedure prescribed in the Hand Book of Instructions. It is seen from the inspections of accounts maintained by the Drawing Officer; conducted by the Special Officer (Compulsory Deposit Scheme) attached to this office and the Asst. Try. Officer (C D. S.) attached to Treasuries that many of the Drawing Officers have not brought the employeewise accounts upto-date. This is likely to cause delays in the repayments. I therefore request you kindly to take immediate action to bring the accounts upto-date in accordance with instructions contained in the Hand Book and get the figures reconciled with the figures of Drawing and Disburing Officerwise accounts maintained at the Treasury so that there is no difficulty in getting the repayment bills passed by the Treasuries.

Among other things particular attention may please be paid to the following aspects of the works.

1 Upto-date maintenance of individual ledger accounts.

2 To send monthly proof sheets to the District Treasuries for reconciliation and getting them back duly reconciled.

3 To take action to transfer the accounts in respect of transferred employees and also to intimate the respec ive Treasuries in Form-13 as prescribed in the Hand Book of instructions.

4 To prepare Annual statements in Form 16 and Form 17 as at the end of June 1975 and June 76 and send form 17 to the District Treasuries for reconciliation. While sending form 17 to the Treasuries, two statements showing the details of transferred in and transferred out accounts may be enclosed in support of the amount shown in form Annexure-17. The Statement may include particulars of the officials transferred in and transferred out, the amount of deposit and interest transferred and the date of transfer of the accounts.

This work may kindly be attended to "ON TOP PRIORITY" basis.

Your's faithfully,

327 A. L. SALGAONKAR, *Director.*

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